



Department of Health and Human Services  
Administration for Children and Families  
Office of Head Start

American Recovery and Reinvestment Act of 2009 - Head Start Expansion  
HHS-2010-ACF-OHS-SH-0057  
Application Due Date: 03/08/2010

American Recovery and Reinvestment Act of 2009 - Head Start Expansion  
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## Department of Health & Human Services

### Administration for Children & Families

**Program Office:** Office of Head Start  
**Funding Opportunity Title:** American Recovery and Reinvestment Act of 2009 - Head Start Expansion  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-OHS-SH-0057  
**CFDA Number:** 93.708  
**Due Date for Applications:** 03/08/2010

#### Executive Summary:

This grant award is being made available under the American Recovery and Reinvestment Act (ARRA) of 2009 (Pub.L. 111-5). Funding will support an increase in the enrollment of additional children as well as create new teaching and other positions in Head Start programs.

The Administration for Children and Families (ACF), Office of Head Start (OHS), solicits applications from existing Federally funded Head Start agencies to compete for funds, including training and technical assistance funds, that are available to provide services to unserved children and families residing in the defined Federally approved service areas or, as discussed below, nearby unserved areas. This expansion is to increase the number of pre-school age children served in Head Start in Alabama, Alaska, Arkansas, Connecticut, Hawaii, Louisiana, Mississippi, New Mexico, Puerto Rico, Tennessee, Wyoming, and Other Jurisdictions (Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, and the Republic of Palau).

Each grantee currently has a defined, approved service area and may apply to serve additional low-income children in that area. In addition, grantees may propose to serve areas that are currently unserved as long as they can demonstrate they meet the statutory requirement to be a Head Start provider in that community; i.e. an agency demonstrates it has an organizational base within the community to be served. This could be established by virtue of the grantee being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low income, minority or other relevant sectors of the community, and child care providers and organizations. Grantees may also propose to serve a community that is contiguous to its current service area and the community demonstrates its support for the applicant to be a Head Start provider in the community. Applicants proposing to both expand within their current service area and to establish a new program in an unserved area must submit separate applications.

Successful applicants will be subject to reporting requirements consistent with the American Recovery and Reinvestment Act (ARRA) of 2009 (Pub.L. 111-5) and with current Head Start regulations.

## I. Funding Opportunity Description

### Statutory Authority

Funding is appropriated by the American Recovery and Reinvestment Act of 2009 (Pub.L. 111-5) and the Head Start program is authorized by Title VI, Subtitle A, Chapter 8, Subchapter B, of the Omnibus Budget Reconciliation Act of 1981, Pub.L. 97-35 (42 U.S.C. 9831 seq.), as amended by The Improving Head Start for School Readiness Act of 2007, Public Law 110-134.

## **Description**

### **Program Background and Purpose**

The Head Start program provides grants to local public and private non-profit and for-profit agencies to provide comprehensive child development services to economically disadvantaged children and families. Head Start promotes school readiness by enhancing the social, cognitive, physical and emotional development of children through the provision of educational, health, nutritional, social and other services to enrolled children and families. Head Start programs engage parents in their children's learning and help them in making progress toward their educational, literacy and employment goals. The Head Start Program also emphasizes the significant involvement of parents in the administration of local Head Start programs.

Many Head Start programs provide part-day, center-based services or home-based services for eight or nine months a year. However, grantees have the option of providing full-day, full-year services and, in recent years, an increased number of grantees have been offering this option, often through collaborations with local child care providers, to help meet the child care needs of parents who are either working or in job training.

Head Start is administered by the Administration for Children and Families (ACF), one of the principal components of the U.S. Department of Health and Human Services (HHS). Since its beginning in 1965, Head Start has served more than 25 million children and their families. Head Start, in FY 2008, served 906,992 children, of whom 61,764 were served in Early Head Start programs. There are approximately 1,600 Head Start grantees, including 679 grantees providing Early Head Start services.

### **Eligible Participants**

Head Start serves children from the age of three to the age when children enter kindergarten. Programs serve those families who have incomes below the poverty line or are eligible for public assistance. In addition, homeless children and children in foster care are categorically eligible for Head Start.

The law permits up to 10 percent of enrolled Head Start children to be from families that do not meet these low-income criteria. A new provision in the Head Start Act, as discussed in Section 645(a)(1)(B), allows grantees that can ensure that all eligible children including homeless children are served, to enroll up to 35 percent of its participants from families with incomes greater than or equal to 100 but less than 130 percent of the poverty line.

Head Start also requires that a minimum of 10 percent of children actually enrolled by the Head Start agency and delegates be children with disabilities unless a waiver is granted.

### **Priority Area**

Alabama, Alaska, Arkansas, Connecticut, Hawaii, Louisiana, Mississippi, New Mexico, Puerto Rico, Tennessee, Wyoming, and Other Jurisdictions (Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, and the Republic of Palau).

### **Description**

ACF announces the availability of \$6,823,772 to be competitively awarded to current Head Start grantees for the purpose of expanding enrollment to low-income children and their families. This expansion is only to increase the number of pre-school age children served in Head Start in Alabama, Alaska, Arkansas,

Connecticut, Hawaii, Louisiana, Mississippi, New Mexico, Puerto Rico, Tennessee, Wyoming, and Other Jurisdictions (Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, and the Republic of Palau).

ACF solicits applications from existing Federally funded Head Start agencies to compete for funds that are available to provide services to unserved children and families residing in the defined Federally approved service areas. Each grantee currently has a defined, approved service area and may apply to serve additional low-income children in that area. In addition, grantees may propose to serve areas that are currently unserved as long as they can demonstrate they meet the statutory requirement to be a Head Start provider in that community; i.e. an agency that would be understood by the community as a local agency, "within a community"; i.e. an agency that has some presence in that community or the community is contiguous to its current service area and the community demonstrates its support for the applicant to be a Head Start provider in the community.

Applicants proposing to both expand within their current service area and to establish a new program in an unserved area must submit separate applications. (Attachment 3 lists counties currently not served by Head Start.)

This expansion provides an opportunity for Head Start programs to reach groups, communities and neighborhoods that have not been served in the past. These may include a variety of special populations of low-income families, such as homeless families, recent immigrant families, families who speak languages other than English, or families involved in the child welfare system. In many communities there is an unmet need for Head Start among children who are in foster care and applicants may wish to consider ways in which they could serve these children. Applicants are also encouraged to propose programs designed to meet the unique needs of children whose families are homeless. All applicants must base their proposals on a careful community-wide strategic planning and needs assessment that includes the identification of training and technical assistance needs. An applicant can propose to serve additional 3 year old children if the community-wide assessment supports that decision.

Expansion funds are intended to increase the OHS funded enrollment of Head Start grantees as opposed to increase the hours that current enrollees are served. Applicants can propose to use funds for training and technical assistance needs created by expansion. It is expected that training and technical assistance funds would be approximately 2% of the budget.

Head Start regulations allow for a variety of program options and designs. Applicants should propose a design or designs that best address the needs of the service area. Applicants have flexibility in determining the appropriate number of children to be served by the various program options (center-based, family child care, home-based, or combination) and program designs (hours-per-day, days-per-week, and weeks-per-year).

There is no specific Federal Head Start cost-per-child limit stipulated in this announcement. Because the cost of providing high quality services varies among programs due to differences in community conditions, program design and the amount of non-Head Start resources that may be available from partners, it is expected that there will be considerable variation in the Federal Head Start cost-per-child among successful applicants.

All proposals must meet the following conditions:

- Provide Head Start services designed to fully meet the Head Start Program Performance Standards to additional eligible children.
- Be based on a community-wide strategic planning and needs assessment, with particular attention paid to any new or special populations that have been unserved or underserved.

- Be derived from a collaborative planning process with local pre-kindergarten, community child care and early childhood programs and providers.
- Utilize available opportunities to combine expansion funds with significant resources from other early childhood programs or funding streams, including State, local and private sector funding for child care, pre-kindergarten and special education services.

Applicants will compete against other applicants from the same competitive area. In other words, all applicants within a State will compete for the funds available for that area. Competitive areas and estimates for the amounts available in each competitive area are also shown in Attachment 2. These estimates were calculated according to the formula prescribed in Section 640(a)(4)(D) of the Head Start Act.

Applicants may apply for any portion of the funds available in their competitive area. However, to enable more communities and children to participate in this expansion effort, successful applicants may be funded for less than their full requests.

Given the importance of ensuring that the advantages of Head Start will accrue to children and families as quickly as is possible, OHS expects all applicants funded under this competition will implement a high quality Head Start program as soon as possible, recognizing that the time required to do this can vary among successful applicants. Applicants will be required to submit a timeline for when children will begin to be served.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$6,823,772
Expected Number of Awards:	20
Award Ceiling:	\$4,000,000 Per Project Period
Award Floor:	\$0 Per Project Period
Average Projected Award Amount:	\$750,000 Per Project Period

### Length of Project Periods:

17-month project and budget period

Funding under this announcement will be awarded for a project and budget period of 17 months.

### Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

"Attachment 2: Funds Available by Competitive Area (for 12 months of on-going operations)," found in the *Appendices* at the end of this announcement, provides the amount of funds available for each State for 12 months of on-going operation. Applicants should provide a 12-month budget that is equal to, or less than, the amount listed in Attachment 2. Applicants must not exceed the maximum amount listed for their State in Attachment 2 when budgeting for the 12-month period. Applicants also must provide a budget for the full 17-month project period, which includes start-up costs (funds for the remaining five-month period should be pro-rated based upon amount requested for 12 months). The SF-424A and/or SF-424C should reflect the total request for 17 months of funding.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligible applicants are limited only to current Federally funded Head Start agencies in Alabama, Alaska, Arkansas, Connecticut, Hawaii, Louisiana, Mississippi, New Mexico, Puerto Rico, Tennessee, Wyoming, and Other Jurisdictions (Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, and the Republic of Palau). Delegate agencies are not eligible to apply.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **Section 640(b) of the Head Start Act**

Grantees must provide at least **20%** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$4,000,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$1,000,000.00**, which is **20%** percent of total approved project cost of **\$5,000,000.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

The expansion funding is subject to the non-Federal share (match) requirements of the Head Start Act. However, Congress, in its Conference Report accompanying the ARRA, reminds the Secretary of her authority, as discussed in the Head Start Act, to temporarily waive the non-Federal share requirements and supports the Secretary's exercise of this authority when appropriate. Any applicant that believes it will not be able to provide the required match for the requested increases should note this in its funding proposal and include a discussion of the reasons it believes it will not be able to generate all or a portion of the required match.

To receive a waiver or a reduction in the required non-Federal share, the applicant must provide ACF with written documentation of need. This request must identify which of the five waiver criteria found at Section 640(b)(1-5) of the Head Start Act it believes to be relevant. It may be submitted with the grant proposal document, or during the budget negotiation period. Approval of the waiver request cannot be assumed by the applicant without written notice from ACF. In light of the current economic crisis, ACF will be receptive to reasonable arguments for such waivers.

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

Non-Federal resources will be evaluated under criteria found in *Section V.I.* of this announcement.

#### III.3. Other

**Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

Applications from all entities other than currently Federally-funded Head Start grantees will be deemed non-responsive and will not be considered for funding under this announcement.

**Section IV. Application and Submission Information****IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at <http://apply07.grants.gov/apply/FormLinks?family=15>.

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**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).



## Section IV.2. Content and Form of Application Submission

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

### **Application Format**

Applications must be organized according to the checklist in *Section VIII* of this announcement. The project description of the application must be double-spaced and single-sided on 8.5" x 11" plain white paper, with 1" margins on all sides. Applicants must use a 12-point font throughout the application. All sections of the application (including appendices, resumes, charts, references/footnotes, tables, maps and exhibits) must be sequentially numbered, beginning on the first page after the table of contents.

The length of the narrative portion of the application must be limited to *60 pages* (including the abstract, budget and budget justification), with an additional limit of *60 pages* for all appendices and resumes. Anything over 60 pages in the narrative portion and the appendices of the application will be removed and will not be considered by the reviewers. The narrative section page length is based on double-spacing, and will be halved if single-spacing or one-and-a-half spacing is used. Numerical tables included as part of the narrative may be single-spaced.

Each application should be submitted in the following order: SF-424, SF-424A, SF-424B, Table of Contents, Project Abstract, Objectives and Need for Assistance, Approach, Organizational Capacity, and Budget and Budget Justification. Additional supporting documentation should be placed in the appendices. Assurances and Certifications may be placed after the appendices.

Each application will be duplicated. Therefore, please do not use or include colored paper, colored ink, separate covers, binders, clips, tabs, plastic inserts, over-sized paper, videotapes, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten separate subsections of the application in any way, including the supporting documentation.

Provide a Project Summary/Abstract that is a summary of the project description (one page or less) with reference to the funding request. It should include the following information:

- The name and address of the applicant agency.
- The competitive area being applied for (see Attachment 2).
- The total number of additional children to be served, by county.
- The community where expansion is proposed. Name the towns or cities where additional children will be served. State whether the areas are within your current approved service area or a currently unserved county (or other appropriate geographic area).
- Any special populations which have historically been unserved or underserved that the applicant is proposing to serve in this expansion.
- The total ongoing Federal Head Start funds requested for a 17-month period. This amount should

reflect the cost when the expansion is fully implemented, including any one-time start-up funds that are being requested. This should also include the amount of Training and Technical Assistance funds requested to support this expansion.

- Any proposed one-time start-up Federal Head Start funding requested.
- The amounts and sources of any funding that will support the expansion and is in addition to the proposed Federal and non-Federal Head Start funds shown on the Standard Form 424.
- The proposed program options. For center-based, family child care or combination program option, include the class session hours-per-day, days-per-week, and days-per-year that children will be served. For home-based and combination program option, include the number of home visits-per-week, month and year. For home-based, include the number of socialization experiences for month and per year.
- The timeline for beginning services to new children and achieving full enrollment.

### **Additional Information**

Applicants must include documentation of Policy Council/Committee approval of the application consistent with Section 642(c) of the Head Start Act.

Applicants must submit the qualifications for board members, Executive Director, Head Start Director, and Financial Manager/Chief Financial Officer.

Applicants, including faith-based organizations, are required to submit: (1) proof of legal or corporate status; (2) proof of non-profit status if a non-profit agency; (3) certification of the organization's last audit report (4) a copy of its personnel policies and procedures; (5) resumes of key staff in the organization and in the proposed Head Start program; and (6) the organization's negotiated Indirect Cost Rate Agreement. Successful applicants to whom the Indirect Cost Rate Agreement is not applicable will be asked to submit a post-award Cost Allocation Plan.

For-profit agencies must agree to waive their fee/profit.

ACF reserves the right to deny funding to any applicant that is presently designated as "high risk", probationary or not in good standing, or has been debarred or defunded by any Federal agency. ACF may elect not to fund applicants that have management or financial problems that make it unlikely the applicant would be able to provide effective Head Start services. ACF reserves the right not to fund applicants with unacceptably high Federal Head Start per child costs when other highly ranked applications are available. Additionally, ACF may decide not to fund projects that would require unreasonably large initial start-up costs for facilities or equipment or which require unreasonably large on-going funding levels relative to the number of additional children and families proposed to be served. ACF also reserves the right to consider geographic distribution, unique or emerging populations, and pockets of high poverty in funding decisions.

### **Forms, Assurances, and Certifications**

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
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Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location	Submission required for all applicants by the application due date.	Required for all applications
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications

SF-424C - Budget Information - Construction Programs  SF-424D - Assurances – Construction Programs	Submission required for all applicants applying for a construction project by the application due date.	Required for all applications
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The Pro-Children Act of 2001, 20 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## **The Project Description**

### **Part I: The Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II: General Instructions for Preparing a Full Project Description**

#### **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

Evidence of legal status and financial viability as those terms are defined in 45 CFR 1302.2, as well as provide information about compliance with the definition of "financial viability" as defined for purposes of this announcement. "Legal Status" means being established as a public agency or non-profit or for-profit agency under applicable State or Federal law. For the purposes of this announcement, "financial viability" means (1) having the capability to furnish the non-Federal share of the cost of operating a Head Start program; (2) being financially stable; and (3) demonstrating the capability to assume accountability for the fiscal management of the grant. Applicants who are currently operating a Head Start or Early Head Start program must provide proof of Policy Council approval of the application.

## **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

## **Organizational Capacity**

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Personnel policies

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

## **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

### **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

### **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

### **Travel**



Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Construction**

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

### **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

### **Commitment of Non-Federal Resources**

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

### **Paperwork Reduction Disclaimer**

[As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.]

## Application Submission Options

### Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure**

**acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Applications: **03/08/2010**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

#### **Hand-Delivered Applications**

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement.

#### **Electronically-Submitted Applications**

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via [Grants.gov](http://www.Grants.gov), the applicant will receive three emails. The following emails will be sent to the applicant from [Grants.gov](http://www.Grants.gov):

1. An automatic acknowledgement from [Grants.gov](http://www.Grants.gov) of the application's submission that provides a [Grants.gov](http://www.Grants.gov) tracking number.  
**The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be**

**considered for competition.**

2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.

**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**

3. An additional email that is an acknowledgement email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

### **Late Applications**

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

### **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

#### **IV.4. Intergovernmental Review of Federal Programs**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

Office of Head Start  
OHS Operations Center  
c/o Master Key Consulting  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

##### **Hand Delivery**

Office of Head Start  
OHS Operations Center  
c/o Master Key Consulting  
4915 St. Elmo Avenue, Suite 101  
Bethesda, MD 20814

### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## **V. Application Review Information**

### **V.1. Criteria**

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

#### **OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 30**

The applications must identify the geographic location it is currently approved to serve, or in cases of unserved areas, that it proposes to serve. The applicant must define the area(s) of greatest need and show how it will direct Head Start resources to these areas.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the application provides current data that shows unserved young children and families in poverty.
- The extent to which the application shows the need within the communities for expanded services, including any special unserved or underserved populations or groups.
- The extent to which the applicant demonstrates that services will be provided to those families and children who have the most urgent need for Head Start services.
- The extent to which the applicant demonstrates its plan to meet the needs for child development services for Head Start-eligible children and families, including the estimated number of eligible children by geographic location, the needs of children with disabilities including procedures to identify such children, the needs of children from families speaking languages other than English, including recent immigrant families, the needs of homeless children including their transportation needs and the needs of children in foster care. Include data regarding the education, health, nutrition, social, child care and other service needs of the proposed children and families.
- The extent to which the application provides a solid analysis of funding, services, and capacities of other child care and early childhood programs and providers serving low-income children and a convincing rationale for the proposed expansion strategy in light of what other organizations are doing.

- The extent to which the application provides convincing evidence of the involvement and support of other organizations serving low-income families in assessing family and community needs and resources, developing proposed plans and strategies, and in active partnerships to implement the proposed expansion.
- The extent to which the applicant provides evidence of community support. Applicants should describe the process for involvement of service providers, public or private entities, and other members of the community in determining the need for services in the geographic locations proposed by the applicant. The applicant should include evidence of plans to collaborate with public or private entities providing early childhood education and development programs, and services for young children in the proposed service area.

## **APPROACH**

**Maximum Points: 35**

The applicant must describe the design and approach of the proposed program and how it will meet the needs of the population it plans to serve. Program services must meet the Head Start Program Performance Standards and other regulations and the provisions of the Head Start Act.

The following factors will be used to assist in the review and evaluation of applicants under this criterion:

- The extent to which the application includes a detailed, well-organized, and credible plan of action to carry out the proposed expansion of Head Start services, including plans for recruitment and selection of those children determined to be most in need of Head Start services, arrangements for transportation and facilities and plans for start-up of the new services.
- The extent to which the applicant demonstrates that its current program provides and the proposed program will provide comprehensive, high quality educational, health, mental health, nutritional, social and other services to children and their families, that prepare children to succeed in school.
- The extent to which the application includes evidence that its current program fully implements the Head Start program performance Standards and the application includes clear plans and a demonstrated commitment to implement the Head Start Program Performance Standards, including involvement of parents and families in program design and decision making.
- The extent to which the application provides sound, cost-effective staffing, organizational and management strategies, including governing body, policy council, and staff training and development to ensure that their current services are of high quality and that the expansion will provide high quality and responsive services.
- A discussion of start-up plans and a timetable to implement the increased enrollment in a carefully planned but timely and efficient manner. Describe how the program will obtain or upgrade classroom space and other facilities as required by applicable State, Tribal or local licensing standards; recruit and train new staff or community-based providers; arrange for adequate transportation; and recruit, select and enroll eligible children and families.
- The extent to which the proposed approach will create and/or preserve jobs.
- The extent to which the applicant proposes to serve eligible children with curricula and teaching practices that are based on scientifically valid research, that are developmentally appropriate, and that promote the school readiness of participating children.
- The plan of the applicant to meet the needs of limited English proficient children and their families, including procedures to identify such children, plans to provide trained personnel, and plans to provide services to assist the children in making progress toward the acquisition of the English language, while making meaningful progress in attaining the knowledge, skills, abilities, and development described in Section 641A(a)(1)(B) of the Head Start Act.
- The extent to which the applicant justifies the program option or options most appropriate for the communities in which it proposes to provide services (e.g., part- or full-day center-based, home-based, family child care or combination option). The applicant should specify the minimum



number of class sessions, home visits or socialization experiences that will be provided per week, month and year.

- The extent to which the applicant proposes to maintain child-to-teacher ratios and family service worker caseloads that reflect best practices and are tied to high-quality service delivery.
- A description of strategies for delivering high quality services to children and family members, as defined by the Head Start Program Performance Standards, including the involvement of parents and other community members and organizations in the program strategy. Describe any proposed modifications or improvements in current program practices.
- The extent to which the applicant currently meets and proposes to meet the program governance requirements established in Section 642(c) of the Head Start Act.
- The extent to which the applicant proposes a plan to facilitate the involvement of parents (including grandparents and kinship caregivers, as appropriate) of children participating in the proposed Head Start program, in activities (at home and, if practicable, at the location of the Head Start program) designed to help such parents become full partners in the education of their children, including the development and overall conduct of the program, and transportation assistance, as appropriate.
- The extent to which the applicant proposes a plan to offer (directly or through referral to local entities, such as entities carrying out Early Reading First and Even Start programs under Subparts 2 and 3 of Part B of Title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6381 et seq.), public and school libraries, and entities carrying out family support programs) to such parents family literacy services and parenting skills training.
- The extent to which the applicant proposes a plan to offer to parents of participating children substance abuse counseling (either directly or through referral to local entities), if needed, including information on the effect of drug exposure on infants and fetal alcohol syndrome.
- The extent to which the applicant proposes a plan to extend outreach to fathers (including father figures) in order to strengthen their role in families, the education of their children, and in the Head Start program.
- The extent to which the applicant proposes to coordinate with public and private entities that are willing to commit resources to assist the Head Start program in providing high quality child health and developmental services and program management services. Such partnerships must include a plan to coordinate the proposed Head Start program with other child care and preschool programs, State pre-kindergarten programs, programs under Part C and Section 619 of the Individuals with Disabilities Education Act (IDEA), with the educational programs that children to be served will enter upon leaving Head Start, and grant agreements under the Early Reading First and Even Start programs under Subparts 2 and 3 of Part B of Title I of the Elementary and Secondary Education Act of 1965. The applicant should also describe efforts to coordinate transition efforts with any existing Early Head Start grantee.
- The applicant should describe how the program will ensure that not less than 10 percent of the total number of children actually enrolled will be children with disabilities as defined by IDEA.
- The extent to which the applicant describes the proposed organizational structure that supports the accomplishment of program objectives and will ensure high quality services. Applicant should discuss the following: assignment of key management functions; assignment of content area expertise; and the organization's supervisory structure, including support staff.
- The extent to which the applicant demonstrates the existence of management systems for program planning, including using assessment data to inform program planning and improvement, internal and external communication, recordkeeping, issuance of internal and external reports and program self assessment and monitoring for each program option proposed.

## **ORGANIZATIONAL CAPACITY**

**Maximum Points: 15**

This section measures the capabilities of the applicant to implement and sustain its plan for expansion. The following factors will be used to evaluate this criterion:

- The extent to which the applicant is proposing to employ high quality, well trained staff who will meet the qualification requirements required by Section 648(a) of the Head Start Act.
- The extent to which the applicant presents an organizational structure and clear lines of responsibility that will support the proposed expansion in an effective and timely manner.
- The extent of the demonstrated capacity of the applicant organization, key leaders and managers and, where appropriate, proposed partnering organizations in providing high quality, responsive services to young children and families, including evidence of the capability to meet the Head Start Program Performance Standards.
- The extent to which the applicant demonstrates the fiscal capacity to operate a Head Start program and ability to exercise sound financial management.
- The extent to which the applicant demonstrates the ability to provide timely and efficient implementation of all program components and services, including planning during the transition period, the availability of classroom space which meets required standards, the ability to provide necessary transportation and the ability to recruit eligible children and families. All applications must include an implementation timetable that expressly states when new children will begin receiving services.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 20**

This section will evaluate the extent to which the project's costs are appropriate and reasonable in view of the activities to be carried out and the anticipated outcomes. The following factors will be used to assist in the review and evaluation of applications under this criterion:

- The extent to which funds are budgeted to provide all required comprehensive Head Start services to eligible children and families in a cost-effective manner as indicated in the application narrative.
- The extent to which the applicant proposes combining Head Start resources with other early childhood funding sources including non-Federal share, and has systems to track, manage, and account for multiple funding streams, and can allocate costs to different funding sources in accordance with cost allocation principles.
- The proposed budget of the applicant and plan of the applicant to maintain strong fiscal controls and cost effective fiscal management and to comply with 45 C.F.R. Parts 74 and 92.
- The extent to which the applicant provides evidence that the on-going and start-up costs are justified. Start-up costs include ensuring that proposed facilities comply with State and local requirements and are adequately equipped, both indoors and outdoors. Where facilities are not available, a plan to acquire them should be presented in accordance with the requirements provided for the purchase, construction, and major renovation of facilities described in Section 644(f) and (g) of the Head Start Act and 45 C.F.R. Part 1309. Current grantees proposing major renovation of facilities in which Federal interest is held must include copies of the notices of Federal interest.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application.

*Initial ACF Screening:* Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those exceeding the award ceiling, stated in *Section II. Award Information*, will be returned to the applicants with a notation that they were deemed non-responsive and will not be reviewed.

Applications will be reviewed against the evaluation criteria described in *Section V* of this announcement. The review will be conducted by one or more panels of reviewers who are knowledgeable about Head Start programs and early childhood development. Each panel is composed of three reviewers and one chair.

The results of the competitive review will be taken into consideration by ACF in deciding the project to be funded but are not in themselves binding. The responsible HHS official will consider other relevant factors, some of which are described below, in making the final decision.

ACF may elect not to fund applicants who have management or financial problems that make it unlikely that the applicant would be able to provide effective Head Start services. Also, ACF may decide not to fund projects with what it regards as unreasonably large initial start-up costs for facilities or equipment, or projects with unreasonably high operating costs.

Applications which are not from entities "in the community" to be served do not meet the requirements for designation as a Head Start agency in Section 641 of the Head Start Act and cannot be considered for a grant. We will consider all "qualified applicants in such community" as required by Section 641(d) where the application demonstrates it has an organizational base within the community to be served. This could be established by virtue of the grantee being a provider of services in the community or having a clear relationship to the community as evidenced, for example, by board representation from the community or by evidence of the support of community leaders, including, but not limited to mayors, city council members, school principals, presidents of local chambers of commerce, county government officials, social service provider organizations, community organizations representing low income, minority or other relevant sectors of the community, and child care providers and organizations.

For-profit agencies which wish to apply for Head Start funding should be aware that there are regulatory and statutory provisions that relate specifically to them. The most important of the regulations is at 45 C.F.R. Part 74, Subpart E "Special Provisions for Awards to Commercial Organizations," which states that "no HHS funds may be paid as profit to any recipient." As a result, applications from for-profit, non-profit, and public agencies will be reviewed in the same manner.

Applications may be funded in whole or in part. Successful applicants will be notified through the issuance of a Financial Assistance Award which sets forth the amount of funds awarded, the terms and conditions of the grant, the budget period for which support is given, the non-Federal share to be provided, and the total period for which support is provided.

ACF reserves the right to consider unique populations, geographic distribution and pockets of poverty in funding decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

#### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

### **V.3. Anticipated Announcement and Award Dates**

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of an Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An awarded application and release of funds does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with Federal regulations.

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

### **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the

requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## **Other Administrative and National Policy Requirements**

### **The regulations relevant to Head Start are:**

- 45 C.F.R. Part 1301, Head Start Grant Administration
- 45 C.F.R. Part 1302, Policies and Procedures for Selection, Initial Funding and Refunding of Head Start Grantees, and for Selection of Replacement Grantees
- 45 C.F.R. Part 1303, Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies
- 45 C.F.R. Part 1304, Program Performance Standards for the Operation of Head Start Programs by Grantees and Delegate Agencies
- 45 C.F.R. Part 1305, Eligibility, Recruitment, Selection, Enrollment and Attendance in Head Start
- 45 C.F.R. Part 1306, Head Start Staffing Requirements and Program Options
- 45 C.F.R. Part 1308, Head Start Program Performance Standards on Services for Children with Disabilities
- 45 C.F.R. Part 1309, Head Start Facilities Purchase, Major Renovation & Construction
- 45 C.F.R. Part 1310, Head Start Transportation
- And all applicable grant regulations

Copies of the current applicable Head Start regulations are available at the websites identified at the end of this announcement. In addition, copies of Office of Management and Budget (OMB) Circulars that apply to Head Start grantees can be found at:

[http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

## **VI.3. Reporting**

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final



reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports:       Semi-Annually  
Financial Reports:               Semi-Annually

### **Recipient Reporting**

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending March 31, 2010, and reporting by April 10, 2010, the recipient must submit quarterly reports to HHS that will be posted to <http://www.Recovery.gov>, containing the following information:

- a. The total amount of ARRA funds under this award;
- b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;
- c. The amount of unobligated award balances;
- d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including
  - The name of the project or activity;
  - A description of the project or activity;
  - An evaluation of the completion status of the project or activity;
  - An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
  - For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.
- e. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).

For any sub-award equal to or larger than \$25,000, the following information:

- The name of the entity receiving the sub-award;
- The amount of the sub-award;
- The transaction type;
- The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
- Program source;
- An award title descriptive of the purpose of each funding action;
- The location of the entity receiving the award;
- The primary location of performance under the award, including the city, State,

congressional district, and country; and

- A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.

f. All sub-awards less than \$25,000 or to individuals may be reported in the aggregate, as prescribed by HHS.

g. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.

h. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

(See **Standard Terms and Conditions, American Recovery and Reinvestment Act of 2009, Division A Funds** as Attachment 1 at the end of this announcement.)

## VII. Agency Contacts

### Program Office Contact

Colleen Rathgeb

Office of Head Start

OHS Operations Center

c/o Master Key Consulting

4915 St. Elmo Avenue, Suite 101

Bethesda, MD 20814

Phone 1: (866) 796-1591

Email: [OHS@luxcg.com](mailto:OHS@luxcg.com)

### Office of Grants Management Contact

David Kadan

ACF Grants Management Officer

Office of Grants Management

Administration for Children and Families

370 L'Enfant Promenade, SW.

Aerospace Building - 6th Floor East

Washington, DC 20447

Phone 1: (202) 401-5513

Email: [ACFOGME-Grants@acf.hhs.gov](mailto:ACFOGME-Grants@acf.hhs.gov)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

## VIII. Other Information

### Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www. Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)

### Checklist

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Documentation and explanation regarding being local within the community for those grantees proposing to serve an unserved area.	Referenced in Section I of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Resumes of Key Staff in the organization and proposed Head Start program.	Referenced in Sections IV.2 and V of the announcement.	Submission due by application due date found in Overview and Section IV.3.



Proof of legal or corporate status.	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Proof of existing Policy Council approval of application.	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
A copy of the applicant's personnel policies and procedures.	Referenced in Section IV.2 of the announcement.	Submission due by date of award found in Overview and Section IV.3.
Indirect Cost Rate Agreement	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Certification of the organization's last audit report or other similar evidence of financial capability.	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http:// apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a>	Submission due by application due date found in Overview and Section IV.3.
SF-424C - Budget Information - Construction Programs  SF-424D - Assurances - Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a>	Submission due by application due date found in Overview and Section IV.3.

Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Documentation of Commitment of Non-Federal Resources	Referenced in Section IV.2 of the announcement under "Budget and Budget Justification."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.

Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a></p>	Submission due by date of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>	Submission due by application due date found in Overview and Section IV.3.

	Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
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## Signature

Date: 01/15/2010

Name: Yvette Sanchez Fuentes

Title: Director

Agency: Office of Head Start

## Appendices

### Attachment 1

**Standard Terms and Conditions**  
**American Recovery and Reinvestment Act of 2009**  
**Division A Funds**  
February 26, 2009

#### 1. Other Standard Terms and Conditions

All other grant policy terms and conditions contained in applicable Department of Health and Human Services (HHS) Grant Policy Statements apply unless they conflict or are superseded by the following terms and conditions implementing the American Recovery and Reinvestment Act of 2009 (ARRA) requirements below. Recipients are responsible for contacting their HHS grant/program managers for any needed clarifications.

#### 2. Recipient Reporting

Recipients of Federal awards from funds authorized under Division A of the ARRA must comply with all requirements specified in Division A of the ARRA (Public Law 111-5), including reporting requirements outlined in Section 1512 of the Act. For purposes of reporting, ARRA recipients must report on ARRA sub-recipient (sub-grantee and sub-contractor) activities as specified below.

Not later than 10 days after the end of each calendar quarter, starting with the quarter ending June 30, 2009 and reporting by July 10, 2009, the recipient must submit quarterly reports to HHS that will posted to [Recovery.gov](http://Recovery.gov), containing the following information:

- - a. The total amount of ARRA funds under this award;
  - b. The amount of ARRA funds received under this award that were obligated and expended to projects or activities;
  - c. The amount of unobligated award balances;
  - d. A detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including
    - The name of the project or activity;
    - A description of the project or activity;
    - An evaluation of the completion status of the project or activity;
    - An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
    - For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and the name of the person to contact at the agency if there are concerns with the infrastructure investment.
  - e. Detailed information on any sub-awards (sub-contracts or sub-grants) made by the grant recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282).  
For any sub-award equal to or larger than \$25,000, the following information:
    - The name of the entity receiving the sub-award;
    - The amount of the sub-award;
    - The transaction type;
    - The North American Industry Classification System code or Catalog of Federal Domestic Assistance (CFDA) number;
    - Program source;
    - An award title descriptive of the purpose of each funding action;
    - The location of the entity receiving the award;
    - The primary location of performance under the award, including the city, State, congressional district, and country; and
    - A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.
  - f. All sub-awards less than \$25,000 or to individuals may be reported in the aggregate, as prescribed by HHS.
  - g. Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.
  - h. Recipients must account for each ARRA award separately by referencing the assigned CFDA number for each award.

The definition of terms and data elements, as well as any specific instructions for reporting, including required formats, will be provided in subsequent guidance issued by HHS.

### **3. Buy American - Use of American Iron, Steel, and Manufactured Goods**

Recipients may not use any funds obligated under this award for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States or unless HHS waives the application of this provision. (ARRA Sec. 1605)

### **4. Wage Rate Requirements**

*[This term and condition shall not apply to tribal contracts entered into by the Indian Health Service funded with this appropriation. (ARRA Title VII-Interior, Environment, and Related Agencies, Department of Health and Human Services, Indian Health Facilities)]*

Subject to further clarification issued by the Office of Management and Budget, and notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this award shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code. (ARRA Sec. 1606)

### **5. Preference for Quick Start Activities (ARRA)**

In using funds for this award for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of ARRA. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit. (ARRA Sec. 1602)

### **6. Limit on Funds (ARRA)**

None of the funds appropriated or otherwise made available in ARRA may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool. (ARRA Sec. 1604)

### **7. Disclosure of Fraud or Misconduct**

Each recipient or sub-recipient awarded funds made available under the ARRA shall promptly refer to the HHS Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, subcontractor, or other person has submitted a false claim under the False

Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The HHS Office of Inspector General can be reached at <http://www.oig.hhs.gov/fraud/hotline/>

## 8. Schedule of Expenditures of Federal Awards

Recipients agree to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512(c). (2 C.F.R. 215.26, 45 C.F.R. 74.26, and 45 C.F.R. 92.26)

## 9. Responsibilities for Informing Sub-recipients

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for ARRA purposes, and amount of ARRA funds. (2 C.F.R. 215.26, 45 C.F.R. 74.26, and 45 C.F.R. 92.26)

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### Attachment 2: Funds Available by Competitive Area

#### Funds Available by Competitive Area (for 12 months of on-going operations)

Alabama	\$362,896
Alaska	\$101,532
Arkansas	\$1,209,838
Connecticut	\$189,753
Hawaii	\$97,535
Louisiana	\$1,780,621
Mississippi	\$576,476
New Mexico	\$132,165
Puerto Rico	\$504,829

Tennessee	\$1,601,145
Wyoming	\$67,370
Other Jurisdictions (Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Virgin Islands of the United States, and the Republic of Palau)	\$199,612

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### **Attachment 3: Counties Not Served by Head Start**

#### **Alaska**

Aleutians East Borough

Aleutians West Census

Aleutian Is.

Kobuk

North Slope Borough

Sitka Borough

Skagway-Yakutat-Angoon

Yukon-Koyukuk Census

Juneau

#### **New Mexico**

Harding County

Los Alamos County

Dona Ana County - Unserved area is the southern part of county including the cities of Sunland Park and Santa Teresa

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### **Attachment 4 - References**



- The American Recovery and Reinvestment Act of 2009 Website  
<http://www.Recovery.gov>
- Application For Federal Assistance (SF-424 package which includes SF-424 (Application for Federal Assistance), SF-424A (Budget Information - Non-Construction Programs) and SF-424B (Assurances - Non-Construction Programs))  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)
- The Head Start Act as amended by The Improving Head Start for School Readiness Act of 2007, (Pub.L. 110-134)  
<http://www.acf.hhs.gov/programs/ohs>
- Head Start Regulations (45 C.F.R. Parts 1301-1311)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_07/45cfrv4\\_07.html#1301](http://www.access.gpo.gov/nara/cfr/waisidx_07/45cfrv4_07.html#1301)
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)
- Certification Regarding Drug-Free Workplace Requirements  
[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)
- The Smoking Prohibition included with Pub.L. 103-277, The Pro-Children's Act of 1994.  
<http://www.acf.hhs.gov/programs/ofs/grants/tobacco.htm>
- HHS Poverty Guidelines for 2009  
<http://aspe.hhs.gov/poverty/09fedreg.pdf>